

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: LABOR AND EMPLOYEE RELATIONS INVESTIGATOR (OFFICER)
LOCATION: SAN FRANCISCO, CA
JOB REQUISITION: 002773

OVERVIEW

Under direction, the Labor and Employee Relations Officer integrates and applies legal knowledge and reasoning to a broad range of formal and informal labor and employee relations work for the judicial branch; performs related work as assigned.

RESPONSIBILITIES

- Examples of duties (illustrative only):
- Analyzes a broad range of labor and employee relations issues.
- Serves as an investigator of formal and informal claims of discrimination.
- Determines the type of analysis that is appropriate for a specific case.
- Develops and follows an investigative plan.
- Identifies, gathers, and assesses information relevant to a claim or claims of discrimination.
- Identifies and interviews key witnesses.
- Examines a variety of records to secure or verify information concerning complaints.
- Gathers, assembles, preserves and reports facts, statements or affidavits and other evidence for use in legal actions.
- Prepares impartial and appropriate reports of investigation, to include a summary of the evidence presented, a determination of credibility, and a conclusion as to whether each allegation is supported by objective evidence.
- Prepares recommendations or conclusions regarding appropriate discipline (following the investigation).
- Coordinates and administers the Equal Employment Opportunity (EEO) investigations outside consultant pool.
- Establishes and maintains general investigative and confidential records and reports.
- Interprets and explains the provisions of laws, rules, regulations, and policies.
- Acts as mediator among complainant representatives.
- Assists managers and supervisors with performance management issues.
- Works with Office of the General Counsel to coordinate responses to formally filed discrimination complaints to human rights agencies.
- Assesses the impact of branch practices and policies on complainants' claims.
- Continuously researches current legal decisions, legislation, and regulations on employment discrimination and harassment issues, to ensure judicial branch policies and practices are in compliance.
- Tracks discrimination complaints in analyzing patterns to identify preventive and corrective measures, i.e. change in EEO policy, procedures and/or practices.
- Performs legal research.
- Participates in academies, forums, and other training and informational events.
- Analyzes and prepares legal memoranda and issues papers, legal opinions, and other legal memoranda.

- Participates in the development of judicial branch employment policies.

WORKING CONDITIONS

- Work occasional evening and weekend hours.
- May be required to travel statewide as necessary.

QUALIFICATIONS

Education and Experience:

Active membership in the State Bar of California and four years of relevant post-bar experience either in a legal setting such as private law practice, corporation, or government agency performing employee relations investigations.

After passing the state bar, work experience as a Law Clerk to a federal judge prior to formal state bar admission will be considered qualifying experience.

Licenses and Certificates:

Active membership in the State Bar of California.

Knowledge of:

- Substantive and procedural legal principles and applications.
- Investigation techniques and procedures.
- Scope and character of California statutory and case law and provisions of the United States and California Constitutions.
- Legal research methods.
- Principles of administrative and constitutional law.
- Rules of evidence and conduct of proceedings in California trial and appellate courts.
- Basic principles and practices of effective law office management and administration.
- Principles of project management.
- The operation of personal computers and the use of specified computer applications, such as word processing.
- Principles and techniques of preparing effective oral presentations.
- Principles and techniques of preparing a variety of effective written materials.

Ability to:

- Initiate, design, develop, and implement employee relations investigations.
- Perform legal research, including computerized legal research; apply legal principles and precedents to particular sets of facts.
- Analyze policy issues; present statements of facts, law, policy, and argument clearly, concisely, and logically in both written and oral form.
- Exercise sound judgment and integrity consistent with representing the judicial branch.
- Organize own work, set priorities, and meet critical deadlines.
- Operate personal computers and use specified computer applications, such as word processing.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

HOW TO APPLY

This position requires submission of an official application, along with your responses to the mandatory supplemental questionnaire. You have the option to submitting a resume along with the application and supplemental questionnaire responses.

To ensure consideration of your application for the earliest round of interviews, please apply immediately; however, this position will remain open until filled. To complete an online application, please visit our Web site at www.courtinfo.ca.gov/careers . Click on "View postings and apply for jobs", and search for job requisition 2773.

OR

To obtain a printed application, please visit:

Administrative Office of the Courts

455 Golden Gate Avenue, 7th Floor

San Francisco, California 94102-3688

415-865-4272 Telecommunications Device for the Deaf

Or download and print a copy of the application under the “Special Access and Application Help” section on our careers website.

PAY & BENEFITS

Salary Range: \$7,664 to \$10,227 per month

(Starting salary may range from \$7,664 to \$8,430 per month.)

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- 1 personal holiday per year
- Choice of Annual Leave or Sick/Vacation Leave
- \$110 transit pass subsidy per month
- CalPERS Retirement Plan
- 401 (k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts Is an Equal Opportunity Employer.

Supplemental Questionnaire
for
LABOR AND EMPLOYEE RELATIONS INVESTIGATOR (OFFICER)
Job Req #002773

Your responses to this supplemental questionnaire must be submitted with your application in order for your application to be reviewed. As a part of the online application, you will have the opportunity to submit your responses.

The questionnaire is intended to provide more detailed information about your work experience and will allow us to better assess your qualifications. In each of your responses, please indicate for which employer you performed these functions.

1. Provide a brief summary of your most complex work relative to applying theories, principles and practices of EEO, employee relations, performance management, and training. If none, please state "none".

2. Provide a brief summary of your most complex work relative to investigating employee complaints. If none, please state "none".

3. Provide a brief summary of your most complex work relative to coordinating and performing reviews of employer practices and policies to ensure compliance with state and federal law. If none, please state "none".

4. Provide a brief summary of your most complex work relative to problem solving and advising on sensitive and/or controversial employee performance management matters. If none, please state "none".